

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Senior Transportation Surveyor	DISTRICT/DIVISION/OFFICE D3/North Region Division Of Engineering Marysville Right of Way Engineering Unit 0376	
WORKING TITLE Branch Chief	POSITION NUMBER 903-201-3031-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under general direction of the Supervising Transportation Surveyor, plans, organizes, supervises, and directs the work of the Right of Way Engineering office staff assigned to a variety of surveying related projects in the Office of Surveyors. Must possess a valid California Land Surveyor's License.

TYPICAL DUTIES:**PERCENTAGE****JOB DESCRIPTION**Essential (E)/Marginal (M)¹

- 30% (E) Supervise staff in charge of the following areas and tasks, local project oversight, the public counter and repository for records, relinquishments and vacation processing, excess lands, airspace leases, DOT permit conversions, Finalization of Records of Surveys, estimate mapping, IGR-CEQA review, encroachment permit reviews, dedication processing, Minor A & B project work, delineation, and electronic updates of various mapping.
- 30% (E) Oversee work in relation to property line resolution, vesting information, ownership determination, area computations, acquisition, and disposal document preparation. Attend project development team meetings with functional units and the PM to review scope and status of upcoming and current projects.
- 30% (E) Prepare base maps, appraisal maps, sales data maps, excess land sales maps, federal reimbursement maps, and condemnation exhibit record maps and their maintenance. Prepare and file monumentation maps, relinquishment and vacation maps, records of survey and corner records.
- 5% (M) Communicate with public, city, county and private engineer's coordinators with Surveys, Engineering, Maintenance and Construction branches as to right of way needs and requirements.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

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- 5% (M) Supervise the administrative, planning, and operation functions of the Right of Way Engineering staff. Prepare monthly and annual production statistics and reports. Maintain records and files with the Right of Way Engineering Unit. Respond to public inquiries and governmental agencies, and related duties that may come under the authority of one of the Right of Way Engineering Branches.

SUPERVISION EXERCISED OVER OTHERS:

This position supervises a staff of surveyors. This position is responsible for providing general direction, establishing work priorities, and assigning projects, scheduling and assigning work, and managing assigned resources and workload to produce quality results in an efficient and qualitative manner.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of: Land Surveyors Act, real property law, land surveying practices, land title law, the Subdivision Map Act; understand County General Plan requirements, basic federal rules and regulations relative to employer/employee relations. Have an understanding of labor relations union/employer contracts and supervisor's responsibilities relating to regulations dealing with hiring, rewarding and disciplining employees. The position is required to have a clear understanding of court procedures relating to Eminent Domain and Tort proceedings.

Ability to: Supervise a group of Right of Way Engineering Surveyors, have a honest work ethic, assure that milestones and commitments are met on time, projects and tasks are completed and delivered in a timely manner, handle public contact, write letters and reports, keep accurate records and files. Testify as an expert witness at condemnation or tort trials.

Analytical Requirements: Analyze situations and develop solutions. This position deals with many other public agencies and private concerns. It is essential that the individual holding this position has the ability to communicate well and interact in a positive manner at all time with these various entities. To have an ability to sum up critical issues or situations and be able to act quickly to resolve any problems associated with these tasks.

Incumbent must possess a valid California Land Surveyor's License.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors during the course of work could cause maps and documents with incorrect property lines and reference points, which could result in costly monetary loss to the State, delay in projects, and embarrassment to the Department. Error in judgment or testimony during a trial could also prove to be costly.

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PUBLIC AND INTERNAL CONTACTS:

Must be able to converse with Right of Way Agents and Design Engineers, and provide them with the mapping and documents necessary for them to proceed with their job in a timely manner. Will have contact with all departments and units within the District and many Headquarters units.

May also deal with city, county, and federal officials as well as special district bodies, private property owners and their engineers or surveyors.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Incumbent may be required to sit for long periods of time during meetings or using a keyboard. Position requires ability to get large survey objects moved to and from a vehicle or storage area. Incumbent must have the ability to stay calm during employee confrontations. Incumbent must be able to clearly evaluate the work of others without personal bias. Analytical skills are also required in project analysis.

WORK ENVIRONMENT:

Incumbent must be able to work in an office environment with people of many personality types, able to sit for long periods of time, and able to go on occasional field visits.

I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE